

EHO VISITOR INFORMATION FOR HEARINGS

PARKING INFORMATION:

- Parking – please use EHO marked parking space on the west side of the building first and then visitor spaces in front of the building. Do not park in other parking spaces.

VISITOR INFORMATION:

- Sign in each day at Reception Desk on first floor and get a visitor badge.
- Visitors will be escorted to EHO office on the 3rd floor.
- Visitor badge needs to be worn and visible at all times.
- Lunch time – upon returning from lunch, visitor badge must be visible to proceed to the 3rd floor without an escort.
- Do not, for any reason, get off the elevator at the 2nd floor. This floor is not open to the public.
- After the hearing – sign out and return the badge at the EHO front desk.
- To leave the building, go down the elevator and out the main doors on first floor, or use the stairs.
- At 5:00 p.m. – the main entry building doors and EHO's office will be locked, so visitors who leave after 5:00 p.m. will not be able to get back in.
- For a multiple-day hearing, visitors will need to sign in, receive a badge, and be escorted to the 3rd floor each morning. Do not proceed to the 3rd floor without an escort each morning.
- If you need to take a cell phone call please step away from the offices and into the waiting area or conference room.

BUILDING INFORMATION:

- Restrooms are located near the elevator (out EHO door, to the right, down the hall).
- Stairs are located out EHO door and to the left (East). The stairs are exit only.
- Emergency Evacuation route – exit EHO door, to the left, and down the East stairs. If the East stairs are blocked, follow the hallway past the elevator to the West stairs. Visitors needing help with the stairs should proceed to the stairwell, where an emergency phone is available to summon assistance.